

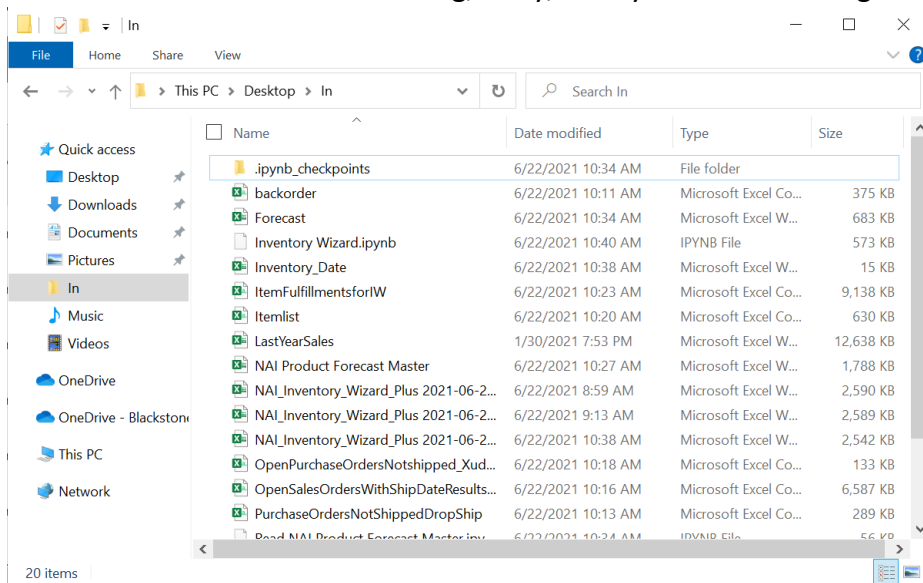
Building and Sending Inventory Wizard Report

Pre-checks:

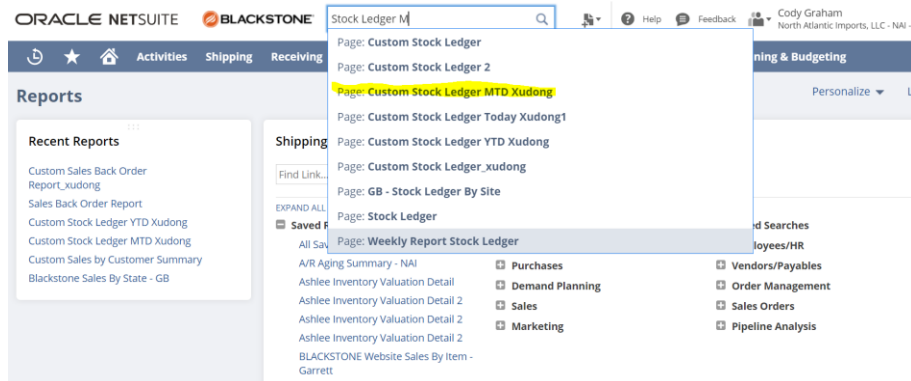
- Ensure that [Anaconda Navigator](#) is installed



- Gain access to [NetSuite](#)
- Obtain the "In" folder from Xudong, Cody, or anyone else who might have it



1. For each of the following reports (found in NetSuite), complete the following steps:
 - a. Search the name of the report and select it



- b. Export the report - some export buttons are found on the bottom right, and some are found on the top left.

ORACLE NETSUITE BLACKSTONE Search

Activities Shipping Receiving Inventory Reports Analytics Documents Setup Pajejet Planning & Budgeting

Custom Stock Ledger MTD Xudong

ITEM	LOCATION	DESCRIPTION	CLASS	DEPARTMENT	SUBSIDIARY	BEGINNING INV QTY ON-HAND	BEGINNING AVERAGE COST	BEGINNING INV ON-HAND VALUE	RECEIPTS	OTHER INV INPUTS	TOTAL INPUT QUANTITY	VALUE OF INPUTS	LAST RECEIPT DATE	SALES	OTHER INV OUTPUTS	TOTAL OUTPUT QUANTITY	VALUE OF OUTPUTS	LAST SALES DATE
1131	Retail Store	Blackstone 36in Griddle Carry Bag	2.1 - Bags & Covers	- No Department -	NAI	8	\$5.10	\$40.80	0	0	0	\$0.00		1	0	1	\$5.10	06/18/2021
1131	Damaged Location BP	Blackstone 36in Griddle Carry Bag	2.1 - Bags & Covers	- No Department -	NAI	71	\$5.10	\$362.10										
1182	Damaged Location BP	Blackstone 28in Griddle Carry Bag	2.1 - Bags & Covers	- No Department -	NAI	138	\$3.48	\$480.11										
1182	Retail Store	Blackstone 28in Griddle Carry Bag	2.1 - Bags & Covers	- No Department -	NAI	5	\$3.44	\$17.22	0	0	0	\$0.00		1	0	1	\$3.44	06/22/2021
1182	BPUT1	Blackstone 28in Griddle Carry Bag	2.1 - Bags & Covers	- No Department -	NAI	28	\$3.45	\$96.74	0	0	0	\$0.00		8	0	8	\$27.64	06/09/2021
1504	Damaged Location BP	Blackstone Single Burner Griddle	1 - Griddles	- No Department -	NAI	3	\$31.76	\$95.28	0	0	0	\$0.00		0	1	1	\$31.76	
1504	BPUT1	Blackstone Single Burner Griddle	1 - Griddles	- No Department -	NAI	0	\$0.00	\$0.00	0	1	1	\$31.76		0	0	0	\$0.00	

DATE: this month to date FROM: 06/01/2021 TO: 06/22/2021 Find. Refresh Customize

- c. Save the report as the corresponding report name in the "In" folder (replace it)

Reports:

Custom Stock Ledger MTD Xudong = stockledgerMonthTD

Custom Stock Ledger YTD Xudong = stockledgerYearTD

Shipments in Transit Xudong = ShipmentinTransit

Custom Sales Back Order Report Xudong = backorder

Purchase Orders - Not Shipped - Drop Ship-Xudong = PurchaseOrdersNotShippedDropShip

Open Sales Orders With Ship Datemainline=false Xudong = OpenSalesOrdersWithShipDateResultsmainline=false

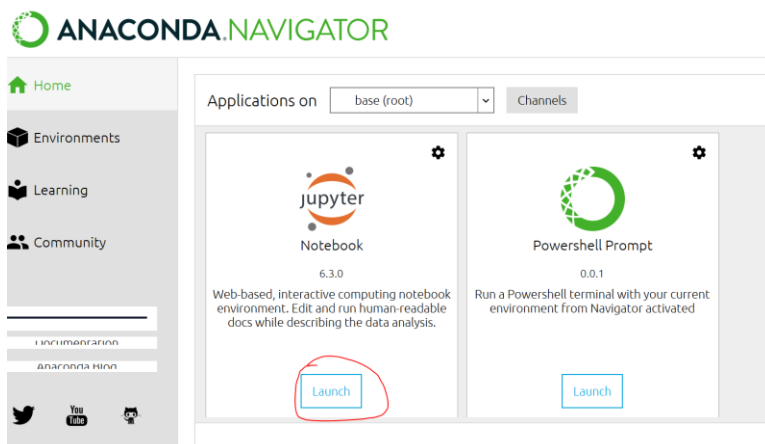
Open Purchase Orders Not Shipped Xudong = OpenPurchaseOrdersNotshipped_Xudong

Item List With Purchase Price Item = Itemlist

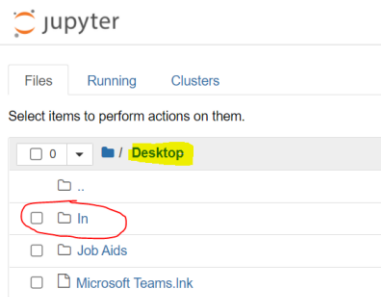
Item Fulfillments for IW Xudong = ItemFulfillmentsforIW

NAI Forecast Master (save a copy, and delete all columns from EO (the blacked out column) onward = NAI Product Forecast Master

2. Open Anaconda Navigator → Jupyter Notebook, then do the following:

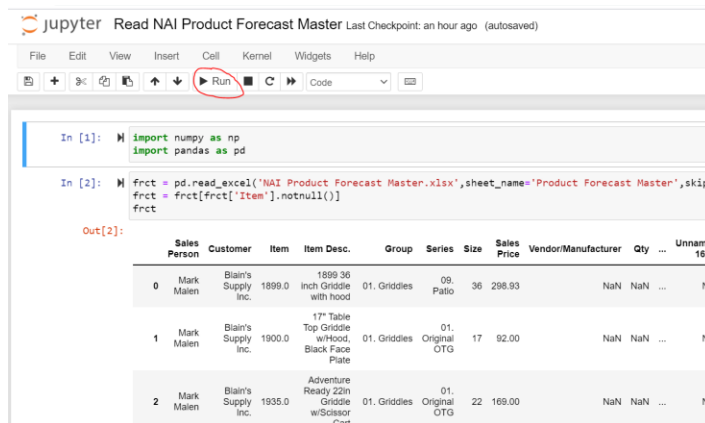


- a. Select Desktop → In

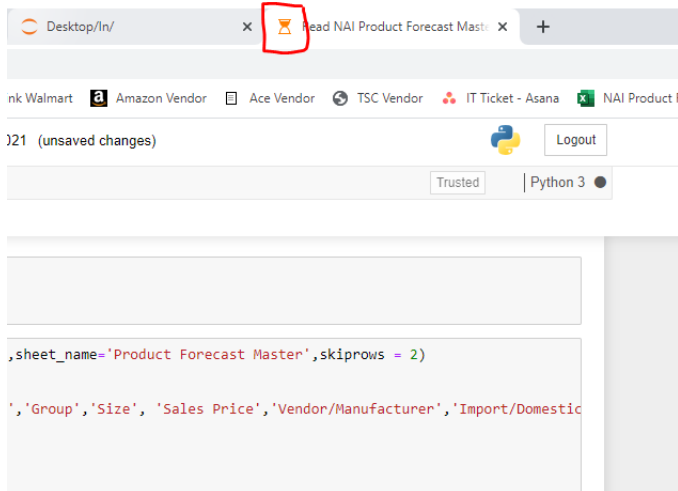


- b. Run “Read NAI Product Forecast Master”

- i. Click “Run” twice (for each block of code)



- c. Wait for the hourglass symbol to become a book again:



- d. In the “In” folder (the one saved directly to the computer, not in Anaconda):

- Open “Forecast”
- Sort “Forecast QTY” by largest to smallest
- Delete all rows with blank, “-”, or “TBD” values
- Save “Forecast”

- e. Back in Jupyter Notebook → Desktop → In:

- Run “Inventory Wizard_7.14.2021.ipynb” (could take up to 5 minutes to complete)

3. There will now be a file in the “In” folder found directly on your computer (not in Jupyter Notebook) called “NAI_Inventory_Wizard_Plus YYYY-MM-DD”. Send this file along with the “Inventory_Date” file via email to the designated list of recipients.

Recipients as of 08/25/2021 (paste this list into the email):

allie@blackstoneproducts.com
amberk@blackstoneproducts.com
chris@blackstoneproducts.com
dunker@blackstoneproducts.com
christian@blackstoneproducts.com
davida@blackstoneproducts.com
awilson@blackstoneproducts.com
EHamilton@blackstoneproducts.com
Eric@blackstoneproducts.com
garrett@blackstoneproducts.com
Holley@blackstoneproducts.com
import@blackstoneproducts.com
Jake@blackstoneproducts.com
jaker@blackstoneproducts.com
james@blackstoneproducts.com
jminer@blackstoneproducts.com
jc@blackstoneproducts.com
Joyce@blackstoneproducts.com
Kati@blackstoneproducts.com
keaton@blackstoneproducts.com
kgreen@blackstoneproducts.com
kristin@blackstoneproducts.com
kyler@blackstoneproducts.com
Larissa@blackstoneproducts.com
mark@blackstoneproducts.com
melissa@blackstoneproducts.com
mjenkins@blackstoneproducts.com
mike@blackstoneproducts.com
mike.moser@blackstoneproducts.com
Nhansen@blackstoneproducts.com
Perry@blackstoneproducts.com
riley@blackstoneproducts.com
sarah@blackstoneproducts.com
scott@blackstoneproducts.com
seth@blackstoneproducts.com
ty@blackstoneproducts.com
tfullmer@blackstoneproducts.com
venessa@blackstoneproducts.com
vikki@blackstoneproducts.com
xudong@blackstoneproducts.com

Send "Current_Inventory_Status" separately to the list below (paste names and select "Check Names"):

Perry Jensen
Mark Malen
Chris Brown
Kjersti Green
Mike Midgley
Mike Moser
David Anderson
Michael Jenkins
James Coe
Vikki Pingle
Jake Rudd
Keaton Manwaring
Joyce Jensen

ON MONDAYS: Send "NAI_BS_Forecast_TR3_yyyy_mm_dd_time" separately to the list below:

Vikki Pingle
Jake Rudd
Keaton Manwaring
Joyce Jensen
Vladislav Nivorozhkin